

The INTERCHANGE

Monthly Newsletter for Indiana State Employees



INDOT drives home message of safety

Indiana is reported to have only two seasons: Winter and Construction. And since it is that time of the year, Indiana Department of Transportation (INDOT) officials recently launched the Work Zone Safety Awareness Week.

Many of those attending the kick off event wore fluorescent clothing as reminders of the importance to work safely. Some even wore hard hats. But the most colorful display was the 21 bright orange cones representing the 19 motorists and two INDOT employees who were killed last year in Indiana's work zones.

As INDOT Commissioner Tom Sharp noted, those 21 "cold plastic cones represent mothers and fathers, sons and daughters, children and friends whose lives continue without a loved one. Surviving families changed forever because someone didn't take the time to be safe, to slow down and to pay attention in a work zone."

Guest speakers included Mindy and Bonnie Ward. They are the widow and sister of INDOT's Ronnie Ward, who was one



of those killed last year in a work zone. They spoke of how their lives were changed in an instant and their message was clear – one careless moment can forever alter the lives of many people.

Safety is not just a slogan; it is a TOP DOT value to embrace and a TOP DOT goal to aim towards – whether state employees in the work zone, or state employees behind the wheel. According to Commissioner Sharp, "We must demand daily that all of our workers and teammates return home in the same condition they came to work. There are families and friends waiting for them at the dinner table every night."

PEN Products offers e-solution

Anyone looking to purchase office furniture, picnic tables or cleaning products should turn to the web and check out the new PEN Products home page. The Indiana Department of Correction's PEN Products division serves as an e-commerce resource for Indiana businesses investing in quality offender-made goods.

"Ordering products using our new site is easy with the convenient shopping card and credit card payment," said Mike Herron, director of PEN Products. "We are expecting to grow our sales this year which will, of course, increase offender employment." On-the-job training for offenders includes instruction on job-related skills and an emphasis on task orientation, regular attendance and quality control. This background gives offenders a good foundation for their PEN Products jobs and prepares them for better chances of success upon release. Last year PEN Products employed 1,169 offenders.

Agencies recognized for raising \$1.2 million

Representatives from 65 state agencies were honored recently for their efforts at raising \$1.2 million on behalf of the 2005-2006 State Employees' Community Campaign (SECC).

Of the 65 agencies recognized, 50 of them achieved a 2.5% increase in giving over the previous campaign.

State Personnel Director Debra Minott and executives from the Indiana Association of United Ways were on hand to thank employees on behalf of the agencies who benefitted through SECC. To learn if your agency was among those honored, log onto SECC's web page at: www.insecc.org.

Meeting expectations will reward state employees

“Would you tell me, please, which way I ought to go from here?”
“That depends a good deal on where you want to get to,” said the Cat.
“I don’t much care where—” said Alice.

Alice in Wonderland would not do well with performance management. She only wanted to go somewhere, nowhere specific. With the newly implemented performance management program, it’s not enough to just go *somewhere* — there are expectations and goals.

understand how what they do contributes to the success of the organization,” explained Snyder. Alice in Wonderland admitted she didn’t care where she went, she just wanted to go. The Cheshire Cat assured her she’d get somewhere, as long as she kept moving. “What we want to do (with performance management) is agree on a direction,” said Snyder.

Picking the direction is what agencies do when they set goals and targets. The next step is to share with employees those goals and explain how employee efforts and input will impact those goals and the direction of the agency. The goals and targets are a combination of concrete performance expectations and general factors, such as competencies, behaviors and/or expectations. It is important that the employee understand that his/her efforts are vital to the success of the agency.

Performance management, according to Yonda Snyder, an Employee Relations Specialist with State Personnel Department, “is truly managing employee performance by crafting a series of performance expectations.” The process actually plans for future performance, as opposed to just appraising performance without specific goals and/or connections to those goals. It is establishing measurable employee goals and expectations which are tied to an agency’s vision, mission and strategic plan. This helps employees understand what is expected of them, how they are doing and what is and isn’t working, and how it all fits with the agency.

While the process is new, by now supervisors and managers should be focusing on expectations of employees and making them known to the employees. “It is critical that employees

Once the goals are in place, then employees should have clear performance expectations. And that will impact their pay. “The majority of state employees are doing a good job,” said Snyder. “And because they are, they will likely get a pay increase.” Pay for performance, she explained, will recognize those whose efforts conform to the goals and expectations and as a result, they will be rewarded. That same process will also point out those who are not meeting expectations and those will be the ones who will not get raises.

Agency safety coordinators direct emergency response

Do you know what you would do in the event of an emergency? To help you navigate an emergency situation at Government Center, each IGC agency has a designated Agency Safety Coordinator. The coordinator directs agency emergency response activities. Knowing who leads your area’s emergency efforts can help ensure the safety and security of your co-workers. If you don’t know who your Agency Safety Coordinator is, ask your supervisor. If your agency has not yet designated a Safety Coordinator, consider volunteering!

For more information, contact the Dept. of Administration’s Facilities Management at (317) 233-3156.

Governor announces pay hike for Indiana State Police, other state law enforcement officers

Indiana State Police will receive their first pay increase in over two years. Gov. Daniels made the announcement during recent graduation ceremonies for 36 new state troopers. The salary increase is part of the governor’s efforts to spur broad improvements to state police operations.

Other state law enforcement officers, including the Capitol Police, motor carrier inspectors, Department of Natural Resources conservation officers, excise police from the Alcohol and Tobacco Commission and gaming commission officers also will receive pay increases, effective July 1.

Make laptop computer security a priority

Recent headlines announced that thousands of people have had their personal information put in the hands of crooks with unknown motives. Victimized were business, government, and university organizations. A stolen notebook computer was the source of exposure in each case.

Unfortunately, even with a conscientious workforce diligently protecting State

notebook computers, theft is inevitable. Therefore, the goal must be to assure that unprotected confidential citizen information is not on the device when stolen. Achieving this goal is not difficult or expensive and it doesn’t need to limit user productivity. But it does require consideration and planning. Consult with IOT or your technical support resource implement appropriate protective measures.

NIFS offering “Staying Active with Chronic Conditions”

Do you or a family member have a chronic disease or condition that makes it challenging to stay active on a daily basis? If you or a family member have been diagnosed with asthma, arthritis, diabetes, osteoporosis, high blood pressure, lower back pain syndrome or a variety of foot conditions, you are invited to attend the *Staying Active with*

Chronic Conditions presentation by the National Institute for Fitness and Sport (NIFS). You will learn about specific conditions and safe, effective exercises for optimal health. This presentation is being brought to you by the Indiana State Department of Health (ISDH) Asthma and Arthritis programs, INShape Indiana, and the ISDH Wellness Council.

What: *Staying Active with Chronic Conditions*

When: May 16, noon - 12:45 p.m.

Where: Conference 22, IGC-South

For additional information, contact the Asthma Program: Marcie Memmer at (317)233-7299 or Kristin Hobson at (317)233-7793.

New health benefit for state employees coming soon

An exciting new benefit called One Care Street will soon be launched to all state employees. This benefit is being offered by the Haelen Group, a health management company in Indianapolis. One Care Street will help participating state employees focus on improving their health and lowering the State's health cost trend by helping to identify employees' health concerns and then taking the right steps to address those concerns.

All State employees and spouses who are covered under the State's medical plans are eligible for this service....that's nearly 49,000 people! The steps are easy...all individuals will take a confidential online health survey that transmits privately and securely to the One Care Street staff. Then, you can immediately download and print your very own personalized Health Action Guide which you will use to complete a health goal for yourself. This will be the process for about 90% of the eligible population. The One Care Street staff is able to identify and reach out to those whose survey responses indicate that they really don't feel well and offer personal health coaching to those individuals. If a person is eligible for coaching, they will receive a letter from their coach with a suggested call time. All coaching is done by Haelan's licensed coaches and all coaching sessions are scheduled between the coach and each individual.

To encourage people to participate in this process, the State Personnel Department

(SPD) will offer a discount in the employee contribution to the health insurance premium for 2007 for those employees who have completed the necessary two step procedure in 2006. A discount of \$10 biweekly for single coverage and \$15 biweekly for family coverage from the new rates for 2007 will start in January. We are providing this incentive because we believe that employee and spouse participation in One Care Street is critical to our ability to improve our health and keep insurance costs as low as possible in future years. Haelan's clients who have been using One Care Street are seeing significant reductions in their health cost trends which is great for everyone, you and your families and the State as well.

Because there are 49,000 people to take through this process, One Care Street will be holding special meetings for state employees and their spouses across the state from May through October. Each month's group will receive an initial letter at their home address announcing the benefit and inviting the employee and spouse to a meeting in their area to learn more about this benefit. A video introduction to One Care Street will be posted on SPD's website by early May for those who can't attend a meeting. All employees and covered spouses will then receive a personalized mailing giving them instructions for taking the online survey. Haelan also staffs the One Care Street Support Center from 8 am to 7 pm EST Monday through Friday to answer participant questions. Call, toll free: 1.866.245.2453.

Menu shaping up

As a continued effort to offer more healthy selections, the cafeterias in the Indiana Government Center now have new choices. The INShape Indiana options include:

SEARED ORANGE/GINGER CHICKEN

Served with steamed white rice.

MANGO CHICKEN

Seared chicken with mango cilantro chutney.

TERRIYAKI BEEF & VEGETABLE

Fresh broccoli, pea pods, carrots, red onion and red pepper sauted with beef and finished with a light terriyaki glaze. Served with white rice

BAKED VERA CRUZ TILAPIA

Baked tilapia with chunky tomato olive relish.

(COLD SELECTION)

SESAME CHICKEN LO MEIN SALAD

Cold Grab & Go in Chinese take-out container.

(WRAP/FRESCO)

TARRAGON CHERRY CHICKEN SALAD

With lettuce, carrots, tomatoes and cucumbers.

TUNA CEVICHE WRAP

Tuna infused with lemon & lime, onion, garlic, red onion, cilantro. Served with salsa, lettuce, tomatoes and cucumbers.

TRAINING PROGRAMS

June 2006

Date	Time	Class	Cost
1	8:30 am - 4:30 pm	Statewide Compliance Conference**	TBA*
6	9 am - 3 pm	CERT** Review Session (Restricted enrollment)	Free
7	9 am - noon	Short/Long Term Disability Worker's Compensation	Free
13	9 am - 4 pm	Six Thinking Hats - Introductory Class	Free
14	1 pm - 3:30 pm	Hoosier S.T.A.R.T. "Plan Overview and Enrollment"	Free
15	10 am - noon	Ethics for Executives	Free
20	10 am - 11:30 am	PERF: Your Retirement Program	Free
21	9 am - 3:30 pm	Performance Management	Free

NOTE: All classes will be held in the State Conference Center except where noted. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register, you will need to contact your agency training contact person (ATCP). Fee for Compliance Conference *To Be Announced **These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Please visit www.in.gov/jobs/training&development/0homepag.htm to check for calendar updates before registering.

You are invited to the Greatest Spectacle in \$aving

Planning for retirement can be a lot like preparing a car and driver for the Indy 500. You need the right car, enough fuel and a good driver. You also need a crew to look out for your car through time

trials and on race day before, during and after the race. The first Greatest Spectacle in \$aving is designed to inform you about the role your deferred compensation plan, Hoosier S.T.A.R.T.,

can play in your retirement planning.

Plan to meet your crew from 11 a.m. to 1:30 p.m. on Thursday, May 4th in the Atrium of the Indiana

Government Center South. On hand will be representatives of Hoosier S.T.A.R.T. investment fund personnel and the Deferred Compensation Committee's investment consultant.

Mother's Day is May 14th



Artwork by Jerry Williams, State Personnel Department

Smoking cessation classes scheduled

Need help to stop smoking? The smoking cessation program will be held from 11:30 a.m. to 12:30 p.m. on six consecutive Tuesdays, beginning May 9th and ending June 6th. All classes will be held in the Indiana Government Center South Building Conference Room 6, except for the June 6th class, which will be held in Conference Room 12.

A minimum of five participants per class, with a maximum class size of 15 is required. To register call Barb Knott at 317.233.3282, or e-mail her at: bknott@spd.in.gov.

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Published by the State Personnel Department. Printed as a courtesy of Central Printing - Dave Sandlin, Manager. Distributed as a courtesy of Central Mail. The Interchange is also available on line at www.in.gov/jobs/theinterchange/



Printed on Recycled Paper